

JORDAN LAKE PARTNERSHIP

SUPPLEMENTAL ARTICLE No. 6 Allocation Consultant Agreement Triangle J Council of Governments

Pursuant to Section 5 of the *Memorandum of Understanding Supporting a Regional Water Supply Partnership for Water Supply Planning and Potential Joint Use of B. Everett Jordan Reservoir* dated March 16, 2009 (MOU) this Supplemental Article No. 6 defines the terms under which the ***Allocation Application Consultant services*** will be undertaken by the Jordan Lake Partnership. The signatories to this Supplemental Article agree to reimburse the Lead Contractual Agency for actual costs incurred, according to cost shares defined below, up to the total cost shown.

Lead Contractual Agency: City of Durham

Project Scope:

The project scope is described in the ***Jordan Lake Water Supply Storage Allocation Round 4 Application Template and Review*** document dated November 30, 2012 from Triangle J Council of Governments (**Attachment A**).

The project scope includes Task 1.) Develop Jordan Lake Application Template, Task 2.) Develop Customized Excel Workbook, Task 3.) Review Jordan Lake Applications, and Task 4.) Assist Jordan Lake Partners in Working with DWR and EMC, plus 20 hours allotted for project management and administration duties. All are described in detail within Attachment A as appears on pages 3-7 of this supplemental article.

Project Cost: The total project cost is \$28,866.00. Attachment A defines the breakdown of project costs in detail as appears on page 7 of this supplemental article.

Project Management Team: The Project Management Team will be made up of one representative from each of the signatories as appointed by that partner's Manager or Executive Director.

The Jordan Lake Partnership for the purposes of this scope of work includes the following:

- Town of Apex
- Town of Cary
- Chatham County
- City of Durham
- Town of Hillsborough
- Town of Holly Springs
- Town of Morrisville
- Orange County
- Town of Pittsboro
- Orange County Water and Sewer Authority (OWASA)
- Wake County

Signatory Cost Shares: The costs will be split based on the relative Level 1 or Level 2 base charges each Partner is paying under the MOU and are reflected in the following table:

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	Cost Share	Maximum Cost Based on Budget
• Town of Apex	15.8%	\$4,553.00
• Town of Cary	15.8%	\$4,553.00
• Chatham County	5.3%	\$1,522.00
• City of Durham	15.8%	\$4,553.00
• Town of Hillsborough	5.3%	\$1,522.00
• Town of Holly Springs	5.3%	\$1,522.00
• Town of Morrisville	5.3%	\$1,522.00
• Orange County	5.3%	\$1,522.00
• Orange County Water and Sewer Authority (OWASA)	15.8%	\$4,553.00
• Town of Pittsboro	5.3%	\$1,522.00
• Wake County	5.3%	\$1,522.00
	100%	\$28,866.00

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JORDAN LAKE WATER SUPPLY STORAGE ALLOCATION

ROUND 4 APPLICATION TEMPLATE AND REVIEW

ATTACHMENT A

SCOPE OF WORK

JORDAN LAKE PARTNERSHIP

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W o r l d

C l a s s

R e g i o n

TRIANGLE J COUNCIL OF GOVERNMENTS

4307 Emperor Boulevard, Suite 110
Durham, NC 27703

Mailing Address: PO Box 12276
Research Triangle Park, NC 27709

919.549.0551 FAX: 919.549.9390
www.tjcog.dst.nc.us

Jordan Lake Partnership Jordan Lake Water Supply Storage Allocation Round 4 Application Template and Review

November 30, 2012

Scope of Services

Purpose, Objectives and Overview

The purpose of this project is to coordinate and facilitate the development of consistent Round 4 Jordan Lake water supply allocation applications (Jordan Lake Applications) for submission by participating members of the Jordan Lake Partnership (JLP or Partnership) to the NC Division of Water Resources (DWR). It is not anticipated that all members of the Partnership will be submitting Jordan Lake Applications, thus efforts have been made to use the term participating Partnership members in this Scope of Work to designate those members of the Partnership that will be preparing and submitting Jordan Lake Applications.

The objectives of this project are to ensure that Jordan Lake Applications submitted by participating JLP members have a common format, meet the guidelines outlined by DWR, and are consistent with the Partnership's Triangle Regional Water Supply Plan.

In the pursuit of these objectives, Triangle J Council of Governments (TJCOG) will work with DWR and participating Partnership members will develop a Jordan Lake Application template that adheres to the application guidelines developed by DWR. This template will provide a formatted application outline that participating Partnership members and/or their consultants will populate to create completed individual Jordan Lake Applications. Additionally, TJCOG will pre-populate the template with common text describing the Partnership and its collaborative efforts to date including the development of the Triangle Regional Water Supply Plan (TRWSP). TJCOG will also provide each participating Partnership member with a companion Excel workbook which will be customized from the JLA-4 workbook provided by DWR with population estimates and water supply demand projections specific to the Partnership member as developed for Volume I of the TRWSP. Finally, TJCOG will provide technical and editorial review of each individual Jordan Lake Application and provide written comments to each Partnership member to ensure consistency with each other and with the TRWSP.

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Task 1. Develop Jordan Lake Application Template

TJCOG will work with DWR and participating Partnership members to develop a formatted Jordan Lake Application template that adheres to the application guidelines developed by DWR and that ensures a consistent format and look and feel for individual Jordan Lake Applications.

1. TJCOG will develop a formatted template in Microsoft Word that follows the guidelines developed by DWR.
 - a. The template will include the sections outlined in the application guidelines, including:
 - i. Section I – Water Demand Forecast
 - ii. Section II – Conservation & Demand Management
 - iii. Section III – Current Water Supply
 - iv. Section IV – Future Water Supply Needs
 - v. Section V – Water Supply Alternatives
 - vi. Section VI – Plans to Use Jordan Lake
2. TJCOG will include additional formatted subsections as per the application guidelines.
3. TJCOG will include placeholders for tables and figures to ensure consistency.
4. TJCOG will develop a map of each participating Partnership member's current and future water service area for inclusion in the Jordan Lake Application.
5. TJCOG will develop common text for inclusion in each of the individual Jordan Lake Applications describing the Partnership and its collaborative efforts to date including the development of the Triangle Regional Water Supply Plan (TRWSP).
6. TJCOG will solicit feedback from DWR and from JLP members on a draft template.
7. TJCOG will incorporate feedback as appropriate into a final application template.
8. TJCOG will provide the final Jordan Lake Application template to JLP members.

Task 2. Develop Customized Excel Workbook

TJCOG will customize the JLA-4 workbook provided by DWR for each Partnership member with the population estimates and water demand projections developed for Volume I of the TRWSP and the individual source water options developed for Phase II of the TRWSP.

1. TJCOG will customize the JLA-4 workbook developed by DWR for each participating Partnership member by incorporating the water service area population estimates and water demand projections developed for Volume I of the TRWSP.
2. TJCOG will interpolate the water demand projections developed at 10-year time increments for the TRWSP into 5-year projections as required for the Jordan Lake Applications.
3. TJCOG will create a source water options tab in the workbook and populate it with the individual source water options developed for Phase II of the TRWSP.
4. TJCOG will provide each participating Partnership member with the most recent version of the regional water supply alternatives developed for Phase II of the TRWSP.

Task 3. Review Jordan Lake Applications

TJCOG will review individual Jordan Lake Applications and provide feedback to each participating Partnership member to ensure consistency with other applications and with the TRWSP.

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1. TJCOG will review draft Jordan Lake Applications from each participating Partnership member for accuracy and consistency with other Jordan Lake Application and with the TRWSP.
2. TJCOG will provide technical and editorial comments to each Partnership member.
3. TJCOG will work with each participating Partnership member on incorporating feedback to ensure consistency among applications submitted by members of the Partnership.

Task 4. Assist Jordan Lake Partnership in working with DWR and EMC.

TJCOG will facilitate and provide technical support for meetings between the Jordan Lake Partnership and the Division of Water Resources or the Environmental Management Commission.

1. TJCOG will assist JLP in scheduling meetings with DWR and EMC.
2. TJCOG will assist JLP in preparing for meetings with DWR and EMC.
3. TJCOG will attend meetings between JLP and DWR or EMC to provide technical support.

Project Management and Administration

For any contracted project, some amount of time is required to manage the finances of the project, such as accounting for the time that staff members spend on various project tasks, accounting for travel and other expenses, and preparing invoices.

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Budget

Billing will be on a cost-reimbursable basis. Labor will be billed according to the rates in Table 1. Mileage expenses will be reimbursed at the rate of \$0.500 per mile. Other expenses will be reimbursed based on actual cost. The total budget for Jordan Lake Water Supply Storage Allocation Round 4 Application Template and Review is \$28,866, and details for each task are included in Table 2.

Table 1. Labor Billing Rates

Labor Category	Billing Rate
Water Resources Program Manager	\$90.00 per hour, Jan. 1, 2013 – Dec. 31, 2013
Water Resources Planner	\$51.00 per hour, Jan. 1, 2013 – Dec. 31, 2013

Note that the billing rates provided in Table 1 are an estimate. TJCOG will inform the Jordan Lake Partnership of any billing rate changes during the course of the Project.

Table 2. Complete Project Budget

Task	WR Program Manager Hours	WR Planner Hours	Total Labor Hours	Budget
Task 1	36	78	114	\$7,218
Task 2	32	124	156	\$9,204
Task 3	48	98	146	\$9,318
Task 4	10	16	26	\$1,716
Project Management	10	10	20	\$1,410
Total	136	326	462	\$28,866

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TOWN OF APEX

Bruce Radford, Town Manager

Date

ATTEST: _____

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TOWN OF APEX

Bruce Radford, Town Manager

Date

ATTEST: _____

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TOWN OF CARY

Benjamin T. Shivar, Town Manager

Date

ATTEST:_____

JORDAN LAKE PARTNERSHIP

SUPPLEMENTAL ARTICLE No. 5

CHATHAM COUNTY

Charlie Horne, County Manager

Date

ATTEST:_____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

CITY OF DURHAM

Thomas J. Bonfield, City Manager

Date

ATTEST: _____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

TOWN OF HILLSBOROUGH

Eric Peterson, Town Manager

Date

ATTEST: _____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

TOWN OF MORRISVILLE

John Whitson, Town Manager

Date

ATTEST: _____

JORDAN LAKE PARTNERSHIP

SUPPLEMENTAL ARTICLE No. 5

ORANGE COUNTY

Frank Clifton, County Manager

Date

ATTEST: _____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

OWASA (Orange County Water and Sewer Authority)

Ed Kerwin, Executive Director

Date

ATTEST: _____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

TOWN OF PITTSBORO

Bryan Gruesbeck, Town Manager

Date

ATTEST:_____

JORDAN LAKE PARTNERSHIP
SUPPLEMENTAL ARTICLE No. 5

WAKE COUNTY

David Cooke, County Manager

Date

ATTEST: _____